Disclaimer

We welcome your suggestions and comments regarding improvements to LATS or this manual. Changes will be incorporated in the new editions of this manual and in new versions of LATS. Escan Technologies Corp. reserves the right to make improvements or changes to this product at any time without notice.

While every reasonable precaution has been taken in the preparation of this manual and software, Escan Technologies Corp. assumes no responsibility or liability of any kind for errors or omissions, or for the consequences of such errors. LATS is provided "as is" without warranty of any kind. The entire risk as to the quality and performance of LATS is to you.

Note: This documentation was last updated for Version 2.8 of LATS.

Serial Number

License Agreement

This license agreement is your proof of license. Please treat it as valuable property.

This is an agreement between you (either individual or entity), the end user, and Escan Technologies Corp. If you do not agree to the terms of this agreement, promptly return the disk package and accompanying items (including written materials and binders or other containers) to the place you obtained them for a full refund.

1. **GRANT OF LICENSE**. This License Agreement permits you to use one copy of the specified version of the LATS software product identified above ("SOFTWARE") on any single computer, provided the SOFTWARE is in use only on one computer at any time. If you have multiple Licenses for the SOFTWARE, then at any time you may have as many copies of the SOFTWARE in use as you have Licenses. The SOFTWARE is "in use" on computer when it is loaded into the temporary memory (i.e. RAM) or installed into the permanent memory (e.g. hard disk, CD-ROM, or other storage device) of that computer, except that a copy installed on a network server for the sole purpose of distribution to other computers is not "in use". If the anticipated number of users of the SOFTWARE will exceed the number of applicable Licenses, then you must have a reasonable mechanism or process in place to assure that the number of persons using the SOFTWARE concurrently does not exceed the number of Licenses. If the SOFTWARE is permanently installed on the hard disk or other storage device of a computer (other than a network server) and one person uses that computer more than 80% of the time it is in use, then that person may also use the SOFTWARE on the portable or home computer.

2. **COPYRIGHT**. The SOFTWARE is owned by Escan Technologies Corp. or its suppliers and is protected by United States copyright laws and International treaty provisions. Therefore, you must treat the SOFTWARE like any other copyrighted material (e.g. book or musical recording) except that you may either (a) make one copy of the SOFTWARE solely for backup or archival purposes, or (b) transfer the SOFTWARE to a single hard disk provided you keep the original solely for backup or archival purposes. You may not copy the written materials accompanying the SOFTWARE.

3. **OTHER RESTRICTIONS**. This LATS License Agreement is your proof of license to exercise the rights granted herein and must be retained by you. You may not rent or lease the SOFTWARE, but you may transfer your rights under this LATS License Agreement on a permanent basis provided you transfer this License Agreement, the SOFTWARE, and all accompanying written materials and retain no copies, and the recipient agrees to the terms of this Agreement. You may not reverse engineering, decompile, or disassemble the SOFTWARE. Any transfer of the SOFTWARE must include the most recent update and all prior versions.

4. **DUAL MEDIA SOFTWARE**. If the SOFTWARE package contains both 3.5-inch disks and CD-ROM, then you must use only the media appropriate for your single designated computer or network server. You must not use the other media on another computer or computer networks, or loan, rent, lease, or transfer them to another user except as Part of a transfer or other use as expressly permitted by this LATS License Agreement.

LIMITED WARRANTY

LIMITED WARRANTY. Escan Technologies Corp. warrants that (a) the SOFTWARE will perform substantially in accordance with the accompanying written materials for a period of thirty (30) days from the date of receipt; and (b) any hardware accompanying the SOFTWARE will be free from defects in materials and workmanship under normal use and service for a period of one (1) year from the date of receipt. Any implied warranties on the SOFTWARE and hardware are limited too thirty (30) days and one (1) year, respectively. Some states do not allow limitations on duration of an implied warranty, so the above limitation may not apply to you.

CUSTOMER REMEDIES. Escan Technologies Corp.'s entire liability and your exclusive remedy shall be, at Escan Technologies Corp.'s option, either (a) return of the price paid or (b) repair or replacement of the SOFTWARE or hardware that does not meet Escan Technologies Corp.'s Limited Warranty and that is returned to Escan Technologies Corp. with a copy of your receipt. This limited warranty is void if failure of the SOFTWARE or hardware had resulted from accident, abuse, or misapplication. Any replacement SOFTWARE will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. Neither these remedies nor any product support services offered by Escan Technologies Corp. are available for this U.S.A. version product outside of the United States of America.

NO OTHER WARRANTIES. Escan Technologies Corp. Disclaims all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the SOFTWARE, the accompanying written materials, and any accompanying hardware. This limited warranty gives you specific legal rights. You may have others, which may vary from state to state.

NO LIABILITY FOR CONSEQUENTIAL DAMAGES. In no event shall Escan Technologies Corp. or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss) arising out of the use of or inability to use this Escan Technologies Corp. product, even if Escan Technologies Corp. has been advised of the possibility of such damages. Because some states do not allow the exclusion or limitation of liability for consequential damages, the above limitation may not apply to you.

U.S. GOVERNMENT RESTRICTED RIGHTS

This SOFTWARE and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (2) of the Commercial Computer Software--Restricted Rights at 48 CFR 52-227-19, as applicable.

This Agreement is governed by the laws of the State of California.

COPYRIGHT

Printed in the United States of America.

This manual was produced using Microsoft Word for Windows.

January 1997 (first printing)

TABLE OF CONTENTS

Chapter 1 - Getting Started

Introduction

LATS (Labor and Attendance Tracking Software) is a Time & Attendance and Labor Tracking software. It is designed to work with data collection terminals' applications such as the Symbol Laser Data Terminal application (LATSLDT).

LATS' main functions are as follows:

- Enables the user to setup the data for the company, employees, shifts, departments, security, parts, defective parts, Job code, work order etc…
- Generates work orders to track the labor process.
- Generates a progress report which shows the current status of any particular work order.
- Prints time and attendance and labor tracking reports.
- Exports and imports time and attendance and labor tracking data.

System Requirements

LATS has the following system requirements:

- ✓ An IBM compatible computer
- ✓ Microsoft Windows 95, Windows NT
- ✓ A 486DX or higher processor
- ✓ A minimum of 16 MB of RAM

Installation

1. Close all running programs.
2. Insert the LATS CD-ROM into you CD-ROM drive.
3. Choose RUN from the Start menu.
4. When the Run dialog box appears, type: x:\setup (where x represents the appropriate drive letter.)
5. Press Enter to activate the LATS installation program. The installation dialog box appears.
6. Follow the directions on the screen to set up LATS.

Application Files

Besides the system files, during installation the Setup program copies several application files onto the hard disk. These files are:

Group 1. The following files will be copied to the installation directory:

LATS.exe - Application executable file.

LaborTrk.mdb - Database file where all the LATS information will be stored.

LATS.mdw - Security system file. Stores all the information on the system's users, passwords, and access rights.

Schema.ini - Configuration file. Contains a description of the data files imported to LATS.

Uploaddf.bat - Batch file for calling the data collection terminal communication software.

Group 2. The setup program will create a sub directory called 'LDT' under the LATS application directory. And will copy the following files into it:

LATSLDT.exe – LDT application program.

Tft3000.exe – Communication program between the LDT and the PC.

UpLDT.bat – Batch file for uploading the data files from the LDT to the PC.

DataFile.bat – Batch file for downloading the data files to the LDT from the PC.

LDTProg.bat – Batch file for downloading the LDT application program LATSLDT into the LDT.

Group 3. Under the installation directory, another sub directory will be created to hold the LATS reports. This sub directory will be called 'Reports'. These reports are:

Absence.rpt - Absence listing report.

Daily.rpt - Time and attendance daily report.

DefectsCodes.rpt - Defects codes listing report.

Department.rpt - Department listing report.

EmpID.rpt - Bar-coded employee ID report.

EmployeeDetail.rpt: Employee detailed report.

EmployeeList.rpt: Employee listing report.

Exceptions.rpt: Time and attendance exceptions report.

Holiday.rpt: Holidays listing report.

Production.rpt: Production report.

Progress.rpt: Progress report.

Parts.rpt: Parts listing report.

PartsDefected.rpt: Defective Parts report.

SalesOrder.rpt: Work Order Report

Shifts.rpt: Shifts listing report.

WODepDetailed.rpt: Work Order detailed report, sorted by department#.

WODepPartDetailed.rpt: Work Order semi detailed report, sorted by department#.

WODepSummary.rpt: Work Order summary report, sorted by department#.

WOEmpDetailed.rpt: Work Order detailed report, sorted by employee ID#.

WOEmpPartDetailed.rpt: Work Order semi detailed report, sorted by employee ID#.

WOEmpSummary.rpt: Work Order summary report, sorted by employee ID#.

WOPartDetailed.rpt Work Order detailed report, sorted by part#.

WOPartPartDetailed.rpt: Work Order semi detailed report, sorted by part#.

WOPartSummary.rpt: Work Order summary report, sorted by part#.

WOJobDetailed.rpt Work Order detailed report sorted by job code.

WOJobPartDetailed.rpt: Work Order semi detailed report, sorted by Job code.

WOJobSummary.rpt: Work Order summary report, sorted by job code.

Summary.rpt: Time and attendance summary report.

JobsCode.rpt: Job codes listing report.

Weekly.rpt: Time and attendance weekly report.

IMPORTANT: For LATS to run properly, all of the files described above should not be modified and should not be removed from their original locations.

Technical Support

Escan Technologies Corp. welcomes your suggestions and comments regarding improvements to LATS and/or this manual. These comments can be mailed to Escan Technologies Corp., or sent electronically via e-mail or to our World Wide Web (WWW) site. If you have a bug report that requires immediate attention, please contact us as soon as possible.

If you would like to purchase any of the hardware described in this manual, you may contact us for the current price and availability.

In order to be eligible for technical support, you must register your version of LATS with Escan Technologies Corp. In addition to technical support, you will receive updates as to what is new in the upcoming versions of LATS.

When writing to us, please include the following information:

- Company
- Mailing Address
- Phone Number
- Your Name/Contact Person
- E-mail Address (if available)
- LATS Serial Number
- Date of Purchase

Where to send your registration/correspondence:

Email Address: techsupport@e-scan.com
*(Putting "*LATS*" in the subject header will ensure a quick response.)*

Telephone: (909) 270-0043
(9:00 am - 4:00 PM PST)

Fax: (909) 270-0920
(24 hours - 7 days a week)

Standard Mailing Address: Escan Technologies Corp.
12140 Severn Way
Riverside, CA 92503

As an alternative to mailing your registration, you may contact our WWW site. In addition to online registration, you will find an area to post comments or suggestions, look at what is upcoming for LATS and related software, and download up-to-date files. Our WWW site is at the following address: **http://www.e-scan.com**

CHAPTER 2 - SETUP MENUS

LATS Log On

The LATS Log On form will be the first screen to appear when you start the LATS application. In order to access LATS, enter the user name and a password.

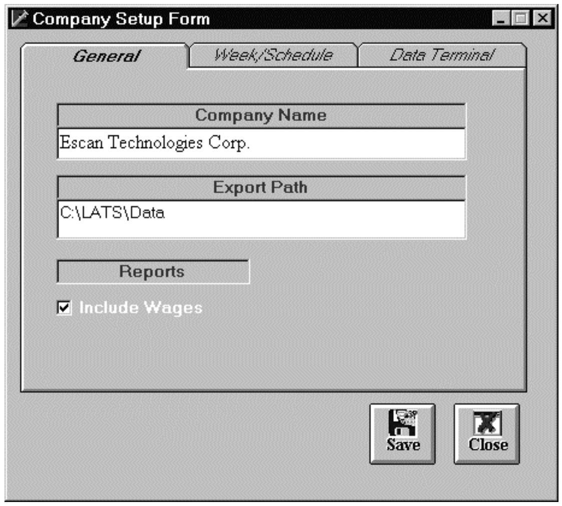
If no changes were made to the security, log on using one of the following user names: admin, Attendance Manager, Labor Track Manager, and End User. The password for any of these users is 'LATS'. The group the user belongs to determines the access rights for the user.

If you do not want to limit the access to LATS, remove the password of any user who belongs to the Admins group. The next time you start LATS after removing the password you will see the main screen directly.

You will find additional information on this topic under the Security Setup.

Company Setup

To access the Company Setup form, select Company from the Setup main menu.



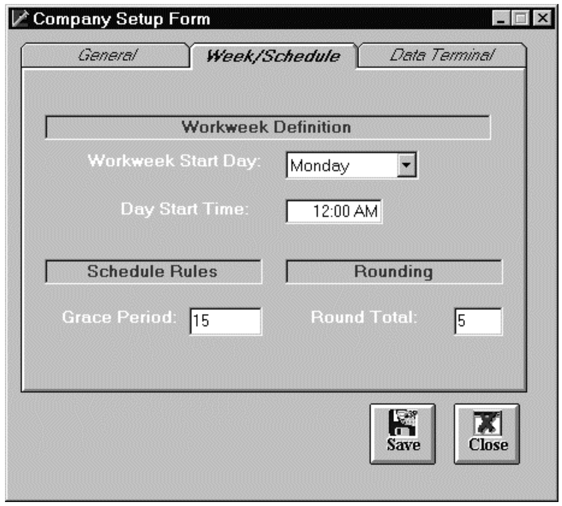
General Settings

Company Name - Enter the company name you want to appear in the reports. This field accepts up to 60 characters. The default will be the company name entered when LATS was installed.

Export Path – This will be the path where you want the time and attendance and work order data to be exported to.

LATS does not check if the exist. However, the export operations will fail if the path does not exist.

Include Wages - Select this option if you want the employee hourly wages to appear in the weekly report.



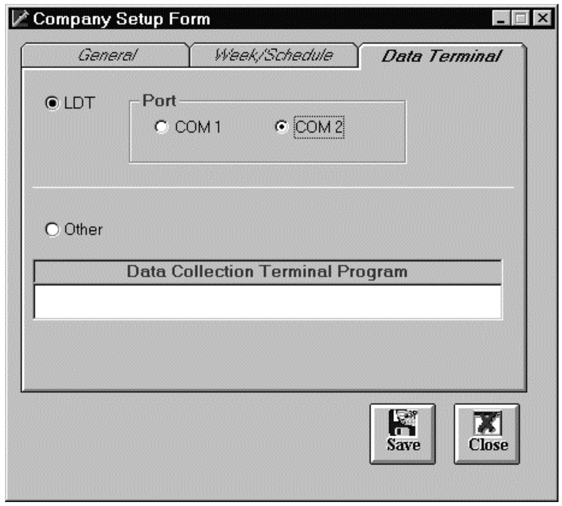
Workweek / Schedule Settings

Workweek Start Day – Choose the first day of the company's workweek. The default is Monday. When you change the value for this parameter the value of the week will change.

Day Start Time – Enter the time the workday starts (hh:mm AM/PM). The workday is any consecutive 24-hour period beginning at the same time on each calendar day. The default is 12:00 AM. Although LATS allows you to change this field anytime, you should customize it before the employees start clocking, and thereafter, leave it unchanged.

Grace Period - The number of minutes you allow an employee to clock in or out before and after the scheduled shift. The default is 0.

Round Total - Number of minutes to round the total minutes to. The default is 0.



Data Terminal Settings

If you are using the LATS LDT application to collect data, select the 'LDT' option and then select the port that will be used to communicate between the LDT and the PC. If you are not using the LDT, select the 'Other' option and enter the following:

Path/Name – The complete path and name of the program you will be using to upload the data from the data collection terminal. Since the program is DOS based, you should enter a tilde (~) for long names. In other words, enter the path and name as if you are typing it at the DOS prompt.

Make sure the path and name you enter for this field are valid. LATS will not check their validity as you enter them. However, the Upload Data File operation will fail if they are not valid.

Company Setup Utilities

To save any changes made, click on the save button .

To close the Company Setup form, click on the close button .

Department Setup

If you wish to assign an employee to a certain department, you need to create that department first. Create the department by using the Department Setup form.

To open the Department Setup form, select Department from the Setup main menu.

Fields Description

Department# - Enter a maximum of 12 characters.

Description - Enter a short description for the department. A maximum of 40 characters can be entered for this field.

Department Setup Utilities

The default sort order for the data that appears in the grid is by Department#. If you wish to view the data sorted by description, click on the Description column header.

The view button  opens the departments listing view window.

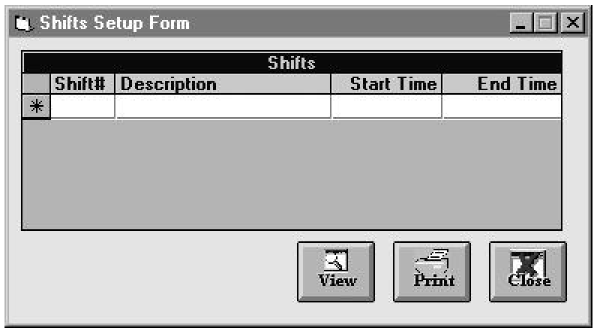
The print button  prints the departments listing report. This reports lists all the departments' data entered on this form.

The close button  closes the Department Setup form.

Shifts Setup

The shift data is used by LATS clock to check if employees are clocking in and out within their scheduled time. The Shifts Setup form allows you to create a shift and define its start and end times.

To open this form, select Shifts from the Setup main menu.



Fields Description

Shift# - This is the number that identifies the shift. Enter a maximum of 2 characters for this field.

Description - Enter a maximum of 25 characters to describe the shift.

Start Time - Enter the time the shift starts.

End Time - Enter the time the shift ends.

 *To setup a shift that crosses midnight, make its End Time less than its Start Time.*

Deleting a shift

To delete a shift, click on the record selector column of the grid to highlight the row and then press the Del key on your keyboard. LATS will not allow you to delete a shift until you delete all the references to it in the Emloyee Setup form.

Shifts Setup Utilities

The view button  opens the Shifts Listing view window.

The print button  prints the Shifts Listing Report. The Shifts Listing Report

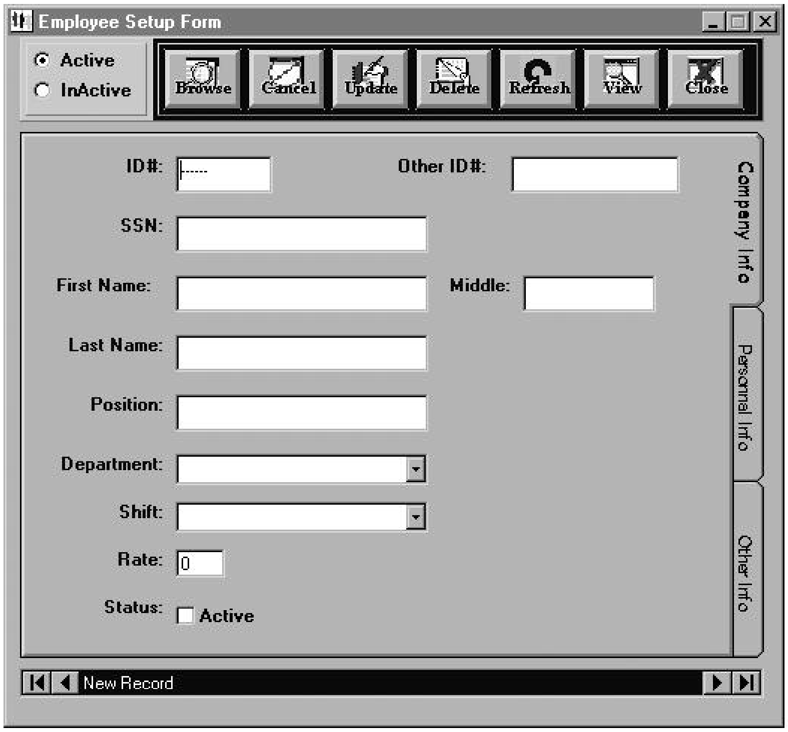
is a listing of all the shifts data entered in this form.

The close button  closes the Shifts Setup form.

Employee Setup

The Employee Setup form is where you enter new information or update existing information on the company employees.

To open this form, select Employee from the Setup main menu.



Fields Description

ID# - The employee's identification number. Enter up to 12 alphanumeric characters. The ID cannot contain any space characters.

Other ID# - The current employee ID, if different from above. This ID will be included in the exported data file. Enter up to 20 characters.

SSN - Employee's social security number.

First Name - The employee's first name. Enter up to 15 characters.

Middle - The employee's middle name. Enter up to 15 characters.

Last Name - The employee's last name. Enter up to 15 characters.

Position - The employee's position. Enter up to 50 characters.

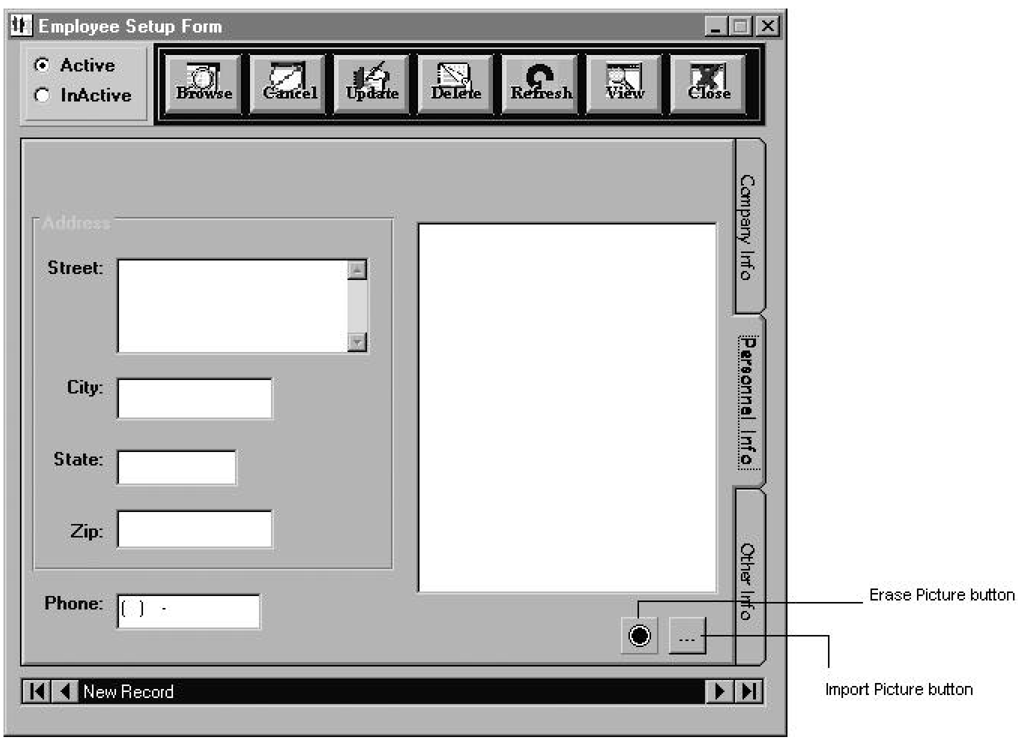
Department - The department number of the department the employee belongs to. From the drop-down list select the department. If the department you need does not appear on the list, enter it manually or use the refresh button as described below.

Shift - The shift the employee should be assigned to. From the drop-down list select the shift you want or enter it manually. Use the refresh button to add a shift to the list.

Rate - The employee's pay rate.

Status - Is the employee active or inactive? Select the appropriate option.

The active/inactive options on the left side of the screen allow you to toggle between active and inactive employees. For example, if you select the Active option, you will only be able to view the active employees.



Street - Enter the employee's street number and name. Enter a maximum of 50 characters.

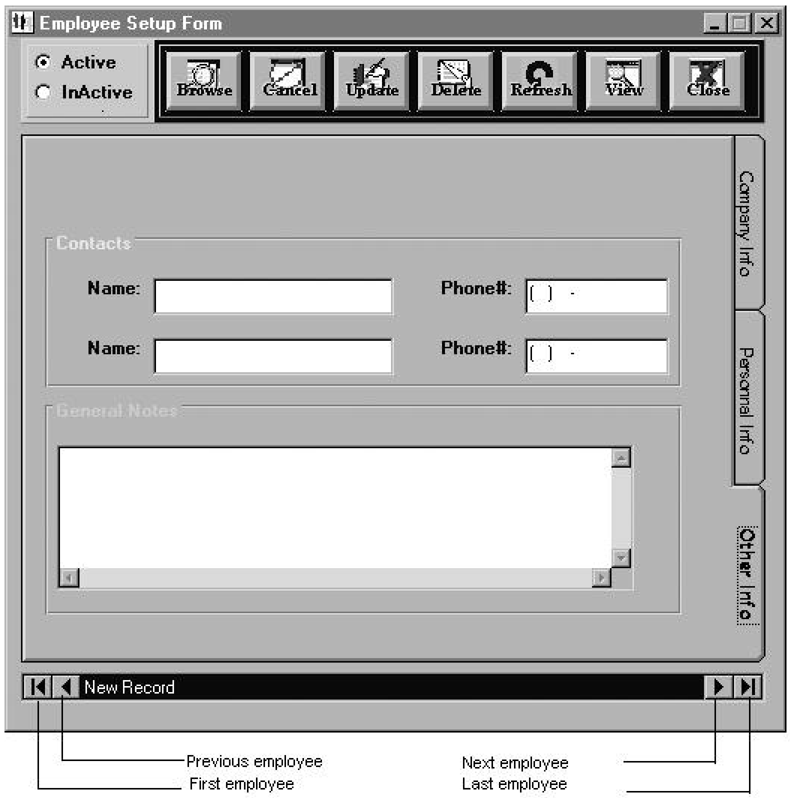
City - The employee's city. Enter a maximum of 15 characters.

State - The employee's state. Enter a maximum of 2 characters.

Zip - The employee's zip code. Enter a maximum of 15 characters.

Phone - The employee's telephone number.

Picture - The employee's picture. To import a picture click on the import button and select the path and name of the picture file. To remove a picture click on the erase picture button.



Contact1 - The contact person in case of an emergency. Enter up to 20 characters.

Contact1 Phone - The phone number for the first contact person.

Contact2 - The second contact person in case of an emergency. Enter up to 20 characters.

Contact2 Phone - The phone number for the second contact person.

Notes - Enter up to 255 characters.

 For every employee you need to enter a valid ID, a department# and a shift#.

Employee Setup Utilities

To move to a specific employee, click on the browse button . This button will open the Employee Browse form. Double-click on an employee ID in the list to select it.

To setup a new employee click on the add button to clear all the boxes and start entering the new information.

To save the information entered on a new employee or to update the information on an existing employee, click on the update button .

To delete an existing employee record, click on the delete button . You cannot delete an employee record if attendance, absence, or labor tracking data on that employee exist. Delete those records first and then delete the employee record.

To cancel the changes made on an existing or new employee, click on the cancel button .

The Refresh button on this form refreshes the shift and the department drop-down lists. If you or another user updated the shift/department data while this form is open, the new data will not appear in the lists until you click on this button.

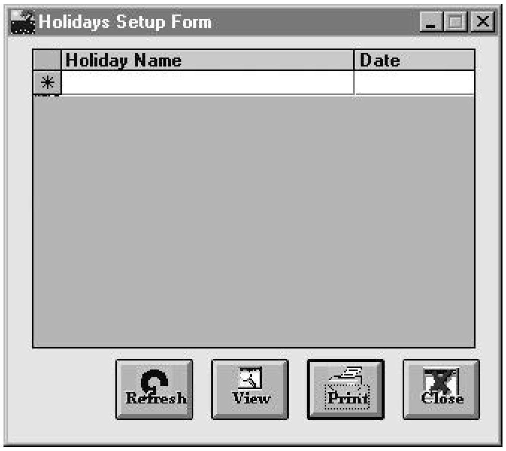
The select button opens the Employee Print form.

When you are done, click on the close button to close the Employee Setup form.

Holidays Setup

On this form, enter the company's paid holidays. LATS will automatically add 8 hours to the total hours for every holiday.

To open the Holidays Setup form, select Holidays from the Setup main menu.



Fields Description

Holiday Name – The description for the holiday. Up to 50 characters can be entered.

Date - Date of the holiday.

 *You can enter only one holiday per date. If the company pays two days for a certain holiday (i.e., Thanksgiving) make two separate entries for every date and use the same holiday name.*

The total hours for the holidays will appear in the Weekly, Daily and Summary reports.

Holidays Setup Utilities

Click on the refresh button  to view the changes being made to the holiday data by another user working on the system concurrently.

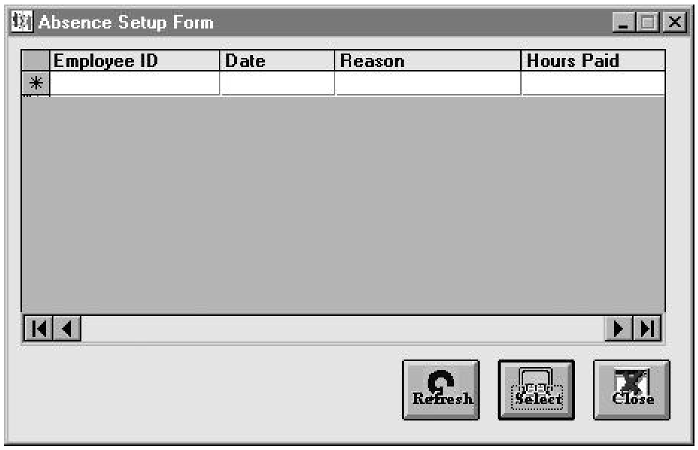
Click the view button  to view the Holidays Listing report.

Click on the print button  prints the Holidays Listing Report.

Click on the close button  to close this form.

Absences Setup

Use the Absence Setup form to track the days employees are not at work. To open the Absence Setup form, select Absences from the Setup main menu.



Fields Description

Employee ID# - The ID# for the employee who is or will be absent.

Date – The date of absence.

Reason - Enter the reason for being absent. A maximum of 50 characters could be entered for this field.

Hours Paid - The number of hours paid. The default is 0.

 *This information will appear in the Weekly, Daily, and Summary Reports*.

Absence Setup Utilities

Click on the select button  to open the Absence Report Print form.

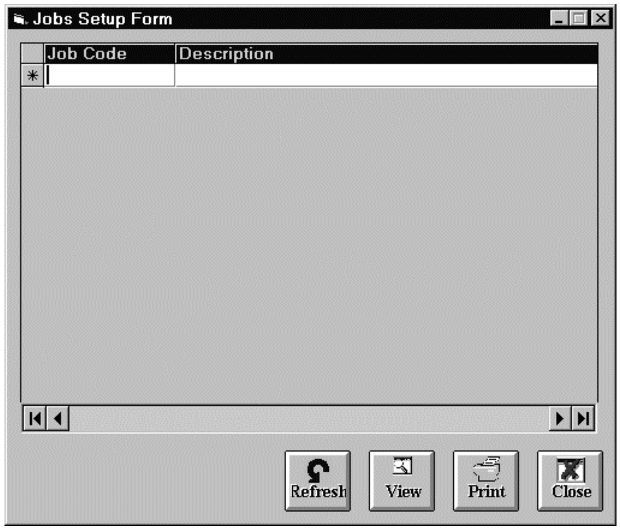
Click on the refresh button  to view the changes being made to the absence data by another user working on the system concurrently.

Click on the close button  to exit the Absences Setup form.

Job Code Setup

Use the Job Codes Setup form to define the job codes and descriptions.

From the Setup main menu, select Job Codes. The figure below will appear.



Fields Description

Job Code# - Enter up to 8 character for the Job code. This code should not include any space.

Description - A description of the Job code. Enter up to 50 characters.

Job Code Setup Utilities

Click on the refresh button  to view the changes being made to the jobs codes data by another user working on the system concurrently.

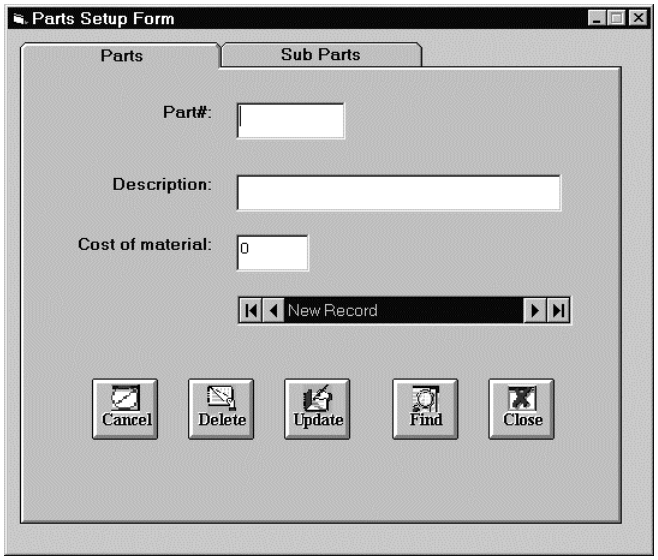
Click on the view button  to view and then print a listing report for all the existing job codes.

The print button  prints the Jobs Listing report.

Click on the close button  to close the Job Codes Setup form.

Parts Setup

Use the Parts Setup form to enter or edit the parts' data. You can access this form by selecting Parts from the Setup main menu.



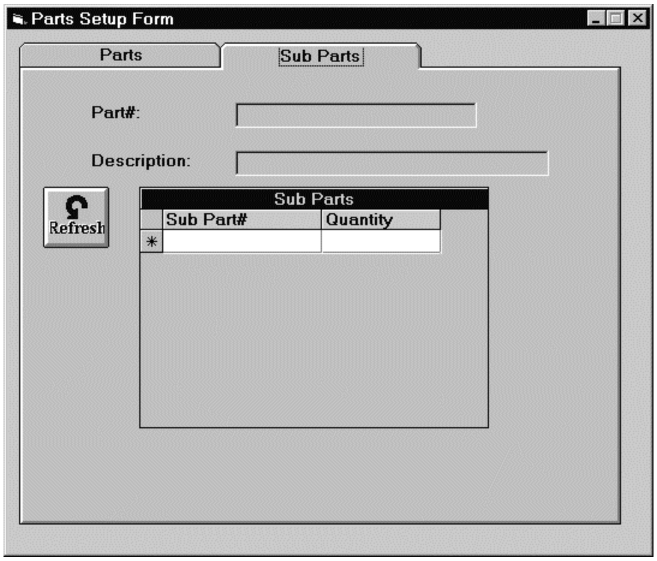
When you need to add a new part or update an existing part, click on the Part tab on this form.

Fields Description

Part# - The number to identify the part. Enter up to 6 characters.

Cost – This will be the cost of material. The default is 0.

Description - The part description. Up to 60 characters.



To update subparts data, click on the Sub Parts tab. Before you click on this tab, make sure the part you want to add subparts to is selected. Before you add any subparts to a part update the changes made to the part.

Fields Description

SubPart# - Enter a subpart# or select one from the drop down list.

Quantity - The number of subparts per part.

Parts Setup Utilities

Click on the add button  to enter data on a new part.

Click on the update button  to add a new part or update the data on an existing part.

Click on the find button  to move to a specific part. Select the part you want and double-click on it.

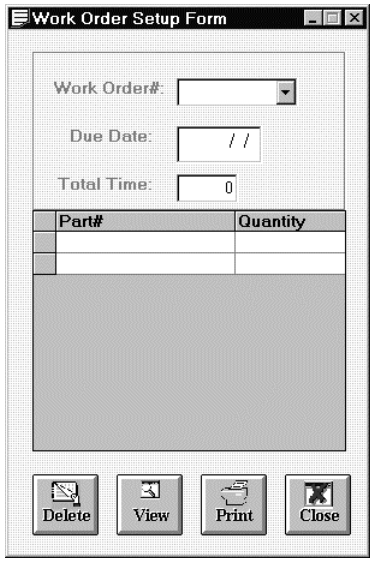
Click on the delete button  to delete a part. The delete operation will fail if references to the part exist in other tables (e.g. labor tracking, work order, subparts...).

Click on the cancel button  to cancel the last changes made.

Click on the close button  to close the Parts Setup form.

Work Order Setup

Use the Work Order Setup form to enter and update the data on a work order. To access this form, select Work Order from the Setup main menu.



Fields Description

Work Order# - First enter/select a work order#. Enter any combination of 6 characters for this field.

Due Date – For this field, enter the date the work order is due.

Total Time - Enter the estimated number of hours the work order should take.

Part# - Fill the grid with part numbers of the parts included in the work order.

Quantity – Enter the total number of parts. The default is 1.

Work Order Setup Utilities

How to add a new work order?

To add a new work order, enter the work order# in the drop down list and then enter a valid due date, and the total hours. LATS will automatically add the new work order if the data you entered is valid.

How to update an existing work order?

If you want to update an existing work order, select it from the list and make the required changes. As in the case of a new work order, if the data is valid it will be updated automatically.

How to delete a work order?

To delete a work order, select its number from the list, then click on the delete button. **Caution:** When a work order is deleted, all the labor tracking data on that work order will also be deleted. Do not delete a work order until all the labor work is completed and all the required reports are generated.

How to print a work order?

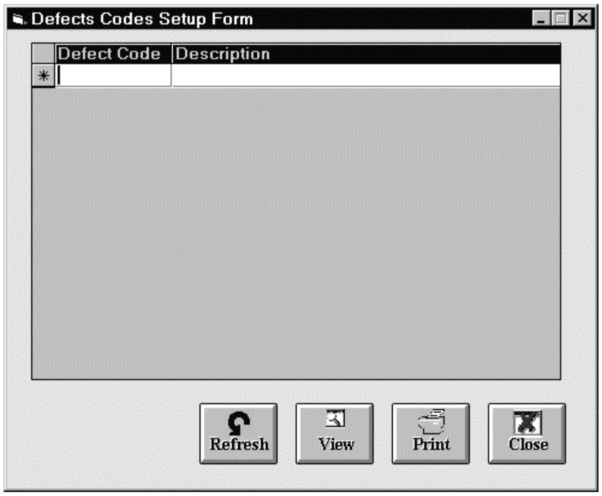
You can view/print the work order report by selecting the work order and clicking on the view/print button. This report containa all the information you entered on a sales order. The fields that needs to be scanned are barcoded.

How to exit?

Click on the close button to close this form.

Defects Codes Setup

The Defects Codes Setup form allows you to create the defects codes and their description. You would later use these codes to refer to a certain defect in a part.



Fields Description

Defect Code - Enter a maximum of 6 characters for this field.

Description - Enter a maximum of 50 characters to describe the defect.

Defects Codes Setup Utilities

As in every form, the refresh button  is used to view the changes made by another user working on the system concurrently.

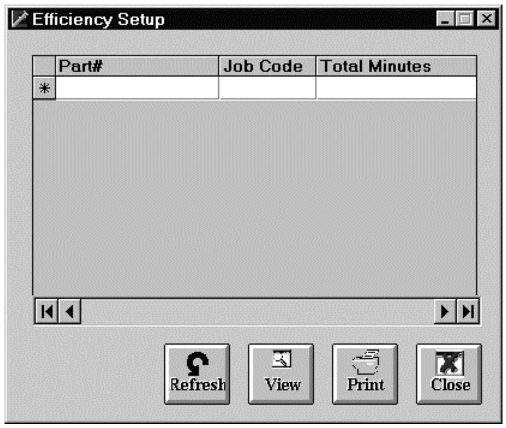
The view button  is used to view a listing of the defects codes.

The print button  is used to print the report.

And finally, the close button  is used to close the Defects Codes Setup form after saving the last changes made.

Efficiency Setup

In the Efficiency Setup form, you enter an estimated number of minutes an employee should take to accomplish a certain job on a certain part. The data you set up using this form will be used by LATS to compute the employee effciency. The computed data will appear in the Labor Tracking Detailed Report that is sorted by the Employee ID#.



Efficiency Setup Utilities

Click on the refresh button  to view the changes being made to the data in this form by another user working on the system concurrently.

Click on the view button  to view and then print a listing report for all the existing data entered in this form.

The print button  prints the Efficiency Listing report.

Click on the close button  to close this form.

Security Setup

The security system contains four groups of users.

1) **Admins** - This group has full access to LATS. When a user belonging to this group logs on to the system, he or she will be able to access all LATS menus and submenus.

2) **Attendance Managers -** This group has full access to the time and attendance submenus only:

Setup Menu: Shifts, Departments, Employees, Absences, Holidays, and Password.

Edit Menu: LATS Clock, Edit Time & Attendance by ID, Edit Time & Attendance by Shift/Department.

Data Files Menu: Upload Data Files, Import Data File.

Reports Menu: Shifts Listing, Departments Listing, Employee Reports, Absence Listing, Holidays Listing, Weekly Report, Daily Report, Summary and Exceptions Reports.

Utilities Menu: Archive and Unarchive Time and Attendance, Export Time and Attendance, Print ID, Database Repair and Compact.

3) **Labor Track Managers** - This group has full access to the labor track submenus only:

Setup Menu: Parts, Job Codes, Work Order, Defects Codes, Efficiency and Password.

Edit Menu: Labor Tracking Data, Defectives Parts Data, and Production Data.

Data *Files Menu*: Upload Data Files, Import Data Files.

Reports Menu: Parts Report, Labor Tracking Reports, Progress Report, Production Report, and Defective Parts Reports.

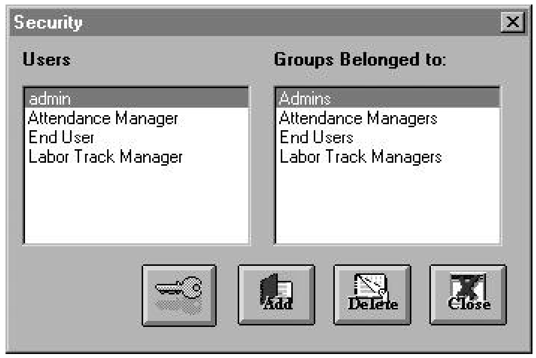
Utilities Menu: Archive and Unarchive Work Order, Export Direct/Indirect Labor, Print ID, Database Repair and Compact.

4) **End Users -** This group only has read access to LATS. All menus except the utilities menu will be accessible. Data can be viewed but not modified.

When you log on to LATS, use the user name not the group name. Create a user and assign it to any of the groups. When a user is assigned to a group, it acquires all the access rights of the group.

The Security Setup form allows you to add and delete users to the above groups and to change the users' passwords.

Only users of the Admins group will be able to see this form. To access it, select Security from the Setup main menu.



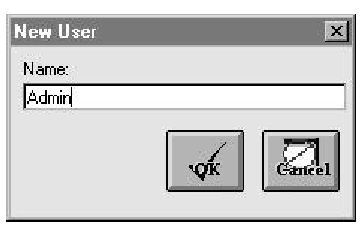
As seen in the figure above, all groups appear in the Groups Belonged to list. The Users list lists all the current users.

When you highlight any user in the Users list, the groups it belongs to are highlighted in the Groups Belonged to list. For example, the figure above shows that the User 'admin' belongs to group 'Admins'.

To add or remove an existing user from a group, select or deselect the group while the user is highlighted.

Security Setup Utilities

To add a new user, click on the Add button . The figure below will appear.



Enter the name of the new user and click on the Ok button. Then assign the new user to a group and change the password.

To delete an existing user, highlight the user name and click on the delete button .

At least one user should belong to the Admins group. Therefore, to remove the only user of the Admins group, create a new user and assign it to the Admins group. Then delete the old user.

To change the password, click on the password button .

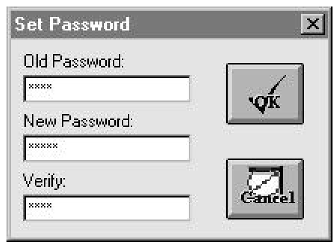
Click on the close button to close the Security Setup form.

Password Setup

All users are allowed to change their password. Users that belong to the Admins group can also change other users' passwords.

To access the Set Password form, select Password from the Setup main menu.

Admins group users can access this form by selecting Security from the Setup main menu and then clicking on the password button.



To change the password, the user needs to know the old password. First, enter the old password in the Old Password text box, and then enter a new password. In the Verify text box re-enter the new password.

 *There is no password for new users. The Old Password text box should be left blank.*

IMPORTANT: When the user forgets the password, his or her account should be recreated (delete user and then create it). LATS does not provide a way for the user to know the password.

CHAPTER 3 - EDIT MENU

LATS Clock

LATS can also be used without the LDT for clocking employees in or out. LATS eliminates data entry when an employee needs to be clocked in or out with the computer system's date and time.

To open LATS Clock entry form, select LATS Clock  from the Edit main menu or click on the LATS clock icon in the main toolbar.

In this form a text box will appear where the users enter their employee ID#.

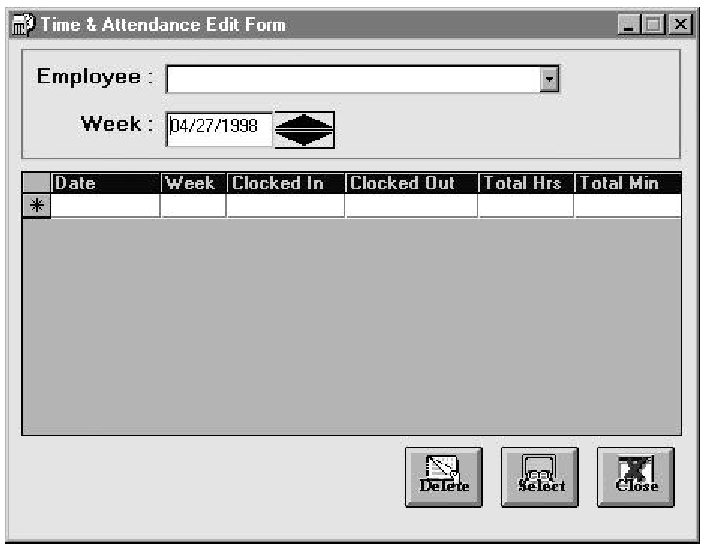
If the ID# does not exist in the employee file or it belong to an inactive employee, the message "INVALID ID#" will be displayed for 2 seconds.

If the ID# exists and the employee is scheduled to work at the time and date that appears at the bottom of the form, the message "PUNCH ACCEPTED THANKS (first name)" will be displayed for 2 seconds. Otherwise, the message, "NOT SCHEDULED!" will appear.

Edit Time & Attendance by ID

The Edit Time & Attendance by ID form allows you to edit the individual employee clock in/out data.

To access this form, click on the edit clock button in LATS main toolbar or select Time & Attendance then select By ID submenu from the Edit main menu.



To edit the data collected using the data collection terminal, upload the data file and then import it.

You may also want to run the exceptions' report to quickly identify those records that need editing.

This form displays the weekly time attendance data for every employee. First select the employee ID# and name from the list and then select/enter the start date for the week.

When you start editing the data, you will notice that when you change the date, the week automatically changes. When you change the clock in/out time, the total minutes and hours also change.

Clock Data Edit Utilities

Click on this button to delete the row(s) selected. To select multiple rows, first select one row by clicking on the record selector column of the grid. Then, while holding the CTRL button select any row you want to delete.

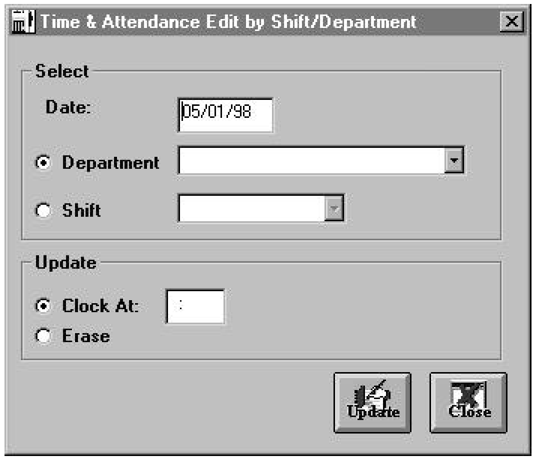
Click on the select button to open the Time and Attendance Print form.

Click on the close button to exit Edit the Time & Attendance by ID form.

Edit Time and Attendance by Department

This form allows you to add/erase attendance data for the group of employees who work during a certain shift or who belong to a certain department.

To access this form, select Time & Attendance then select By Shift/Department submenu from the Edit main menu.



Editing Time and Attendance Data

Add/delete data as follows:

- Enter a valid date in the date text box (mm/dd/yy).

- Select the department option to add or delete attendance records for all employees that belong to a certain department. Select the department from the list provided.

- Or select the shift option to add or delete attendance records for all employees who work during a certain shift. Select the shift from the list provided.

- If you need to delete attendance records based on your selection, select the Erase option. The erase operation will erase all records of the date that appears in the date text box. This will include all the records with clock-in data between the hours of that day. For example, if you enter 09/10/98 and the day start time is 03:00 AM, all the attendance records that have clock-in data between 09/10/98 3:00 AM till 09/11/98 02:59 AM will be erased.

- If you need to add attendance records, select the Clock At option and enter a valid time in the 'Clock At' text box (00:00 to 23:59). This time will

be stored as clock in/out depending on every employee's attendance data for that day.

- When you are ready, click on the update button.

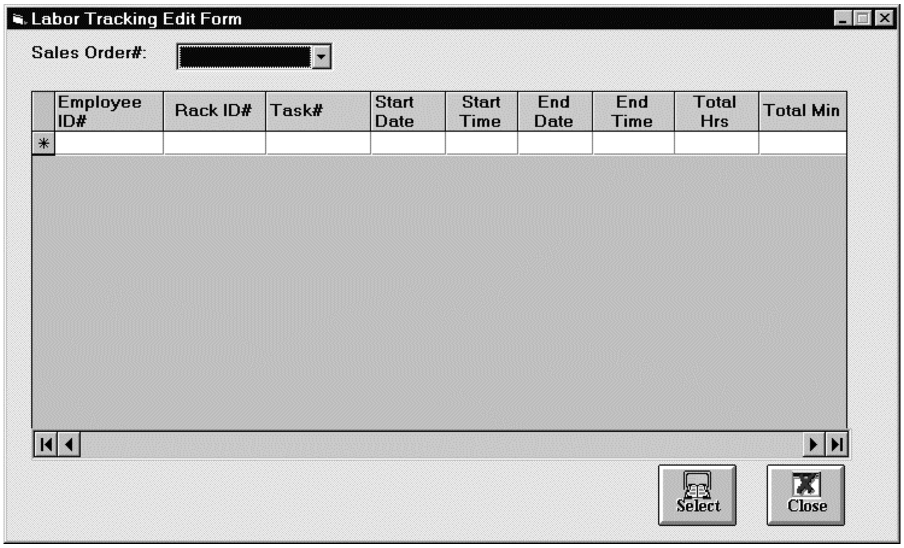
Edit Utilities

Click on the update button to start the add/delete attendance data.

Click on this button to close the Time and Attendance Edit By Department form.

Edit Labor Tracking Data

Use the Labor Tracking Edit form to view and/or edit the labor data uploaded from the data collection terminal. To access this form, select Labor Tracking Data from the Edit main menu.



Before you start editing select the work order from the drop down list. Once selected, you will be able to view all the data collected on that particular work order.

Fields Description

Employee ID# - The number for an existing employee.

Part# - The number of the part the employee worked on. This number must belong to the work order.

Job Code - The code of the job that the employee had worked on.

Start Date – The date the employee started working on the part.

Start Time - The time the employee started working on the part.

End Date - The date the employee stopped working on the part.

End Time - The time the employee stopped working on the Part.

Total Hrs/Min – The total hours and minutes the employee worked on the part. These fields are automatically calculated when the start date, start time, end date and end time fields are updated.

Labor Tracking Utilities

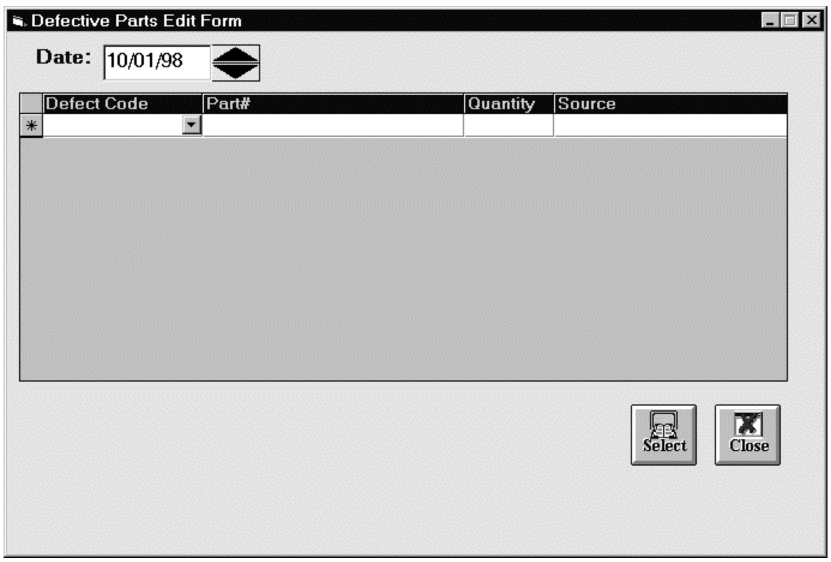
Click on the select button to open the Labor Tracking Print form.

Click on the close button to close the Edit Labor Tracking Data form.

Edit Defective Parts Data

The Edit Defective Parts Data form allows you to edit the data for the defective parts.

To access the Edit Defects form, select Defective Parts Data from the Edit main menu.



As you can see in the figure above, you need to enter the defect date. When the form first appears, the date box will display the current system date.

Fields Description

Part# - The part# for the defective part.

Defect# - The defect code.

Source - The source of the defect. This could be an employee ID, a department#, etc…

Quantity - The number of defective parts with the same type of defect.

Defective Parts Utilities

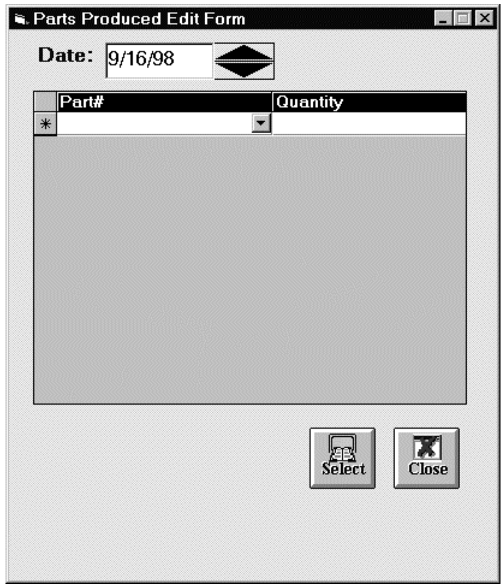
Selecting this  button opens the Defective Parts Print form.

The close button  closes this form.

Edit Production Data

Use the Edit Production Data to enter and update data on the parts produced.

To access this form, select Production Data submenu from the Edit main menu.



This form displays the production data for the parts one day at a time. Before you start editing, select/enter the date of production.

Fields Description

Part# - The number for the produced part. This number must belong to an existing part.

Quantity - The number of parts produced per day.

Production Utilities

Click on this  button to open the Production Report Print form.

Click on the close button  to exit the Production Data edit form.

CHAPTER 4 - DATA FILES

Upload Data Files

The data collected using the data collection terminal program is stored in a text file. This file should be uploaded to the PC and then imported into the LATS database. The following paragraphs describe the upload procedure.

You access the Upload Data Files submenu from the Data Files main menu. If you are using a data terminal other than the LDT, you should enter the path and file name of the executable file that will be used to upload the data files as described in the Company Setup.

How to upload using the LDT?

1. Connect the LDT to your PC.

2. From LATS, access the Upload Data Files sub menu from the Data Files menu.

3. Using the LATSLDT program access the upload files menu.

4. Select the data file you want to upload.

 *Do not edit any of these data files. You can only view/print them. Any required modifications can be made using the "Edit ... " submenus.*

If the size of the data file uploaded is very large, import it before uploading another file. Once the data file is imported successfully and the database is backed up, erase the files on the data collection terminal and on your PC. The larger the data file, the slower the import and upload operations will be.

Import Data File

The data collected using the data terminal should be uploaded into the PC and then imported to LATS database. To import the file, select Data Files, and then select Import Time & Attendance, Import Labor Tracking, Import Parts Produced, or Import Defective Parts.

If you select the LDT option in the company setup, the import utilitiy will look for the files uploaded from the LDT under the LDT sub directory. The import operation may take some time to complete depending on the size of the database and the size of the file to be imported.

If you are not using the LDT program LATSLDT to collect data, you can import any text file using the import utilities.

Before you import a file set up any new data contained in it. For example, if you want to import a time and attendance data file that contains employee IDs that were not set up using LATS, you need to set them up using the Employee Setup form.

The time and attendance import utility imports a text file with the following format: Employee ID (up to 12 characters), Date In/out (mm/dd/yy), Clock In/Out (hh:mm)

Example: 123456789012,09/01/98,13:00

The labor tracking import utility imports a text file with the following format: Employee ID (up to 12 characters), Work Order# (up to 6 characters), Part# (up to 8 characters), Job Code (up to 6 characters), Start Date (mm/dd/yy), Start Time (hh:mm), End Date (mm/dd/yy), End Time (hh:mm)

The production import utility imports a text file with the following format: Part# (up to 8 characters), Quantity, Production Date (mm/dd/yy)

The defective parts import utility imports a text file with the following format: Defect Code (up to 6 characters), Part# (up to 8 characters), Source (up to 60 characters), Quantity, Defect Date (mm/dd/yy)

The text file should contain data only. Do not include a header. The fields should be comma delimited. A carriage return should follow each record.

How is the file imported?

The time and attendance import operation adds new records to the existing time and attendance records. Existing records that are complete with Clock-In and Clock-Out data are not affected. Whereas, records that are missing Clock-Out data will be update if the Clock-Out record exists in the data file. LATS takes the time and date the employee scanned his or her ID as a Clock-In or Clock-Out data depending on the number of scans per day.

The labor tracking import operation adds records to the existing labor tracking records. Every record in that file will be inserted as a new record if no identical record exists in the labor-tracking file. Existing records that are missing the end date and time data will be updated with the new data in the data file. The totals will be calculated automatically.

The data collected on parts produced is inserted as new records, if it does not exist in the database, using the Import Parts Produced utility. Only records that contain valid existing part numbers will be imported.

The data on defective parts is imported is added to existing data. Every record in the defects file should contain a valid and existing part#, and defect# in order to be imported.

Download LDT Data Files

In order for the LDT program 'LATSLDT' to validate the employees IDs and to check if the employees are clocking in/out during their scheduled times, the employee and shift data should be downloaded to the LDT. This is done through the Download Data Files utility.

First you need to set up the shift and employee data. When you are ready to download these files, connect the LDT to the PC and access the STEP program. From LATS, select Data Files, LDT, and then select Download Data.

You need to redownload these files when:

- ✓ you add new employees,
- ✓ assign an employee to a different shift,
- ✓ change the data of an existing shift,
- ✓ or change the grace period.

Download LDT Program

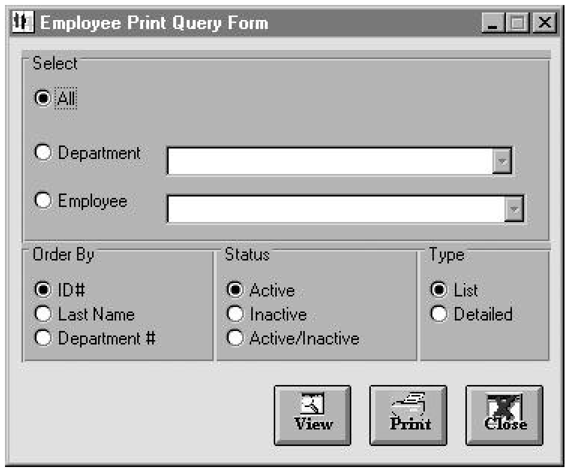
The Download Program utility downloads the program 'LATSLDT' into the Symbol Laser Data terminal. You need to donwload this program when you purchase a new terminal or when you accidentally erase it from the LDT memory.

To download the program, connect the LDT to your PC and access the STEP program download utility. From LATS, select Data Files, LDT and then Download Program.

CHAPTER 5 - REPORTS

Employee Report

The Employee Print Query Form allows you to select the range, type, and sort order for printing records. To access this form, select Employee Report from the Reports main menu.



Selection

Start by selecting the range of records you want to print.

All - Select this option to print reports on all the employees.

Department - Select this option if you want the report(s) to include only employees that belong to a particular department. When you click on the Department option, the department list will be enabled. Select the department you want from the list.

Employee - Select the Employee option to print a single report on a particular employee. Once you click on this option, the employee list will be enabled. Choose the employee from the list.

You have the option to print employees by their status.

Active - Only active employee records will appear on the report.

Inactive - Only inactive employee records will appear on the report.

Active/Inactive - Both active and inactive employee records will appear on the

report.

Choose between two types of employee reports.

List - A report with the most important information for every selected employee.

Detailed - A report with all the employee information.

Sort your listing report by:

Employee ID# - This is the default sort order.
Last Name - Employee's Last Name

Department - Department#

Employee Report Utilities

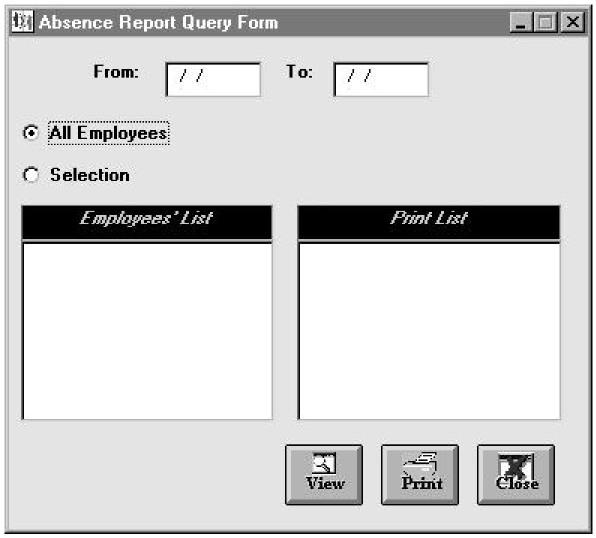
Click on the view button to view the report.

Click on the close button to close the Employee Report Query form.

Absences Listing

The Absences Listing report is a listing of all the absences recorded in the Absence Setup form.

To access the Absence Report Query Form, select Absences Listing from the Reports main menu.



Selection

Before you print the report, enter the range of dates you want included in the report. Then select one of the following options.

All Employees - All absence records on active/inactive employees (that are within the range of dates entered) will be included in the report.

Selection - To select/deselect the employees you want to print on a report. To select an employee ID, double-click on it in the *Employee List*. To deselect an ID, double-click on it in the *Print List*.

Absence Report Utilities

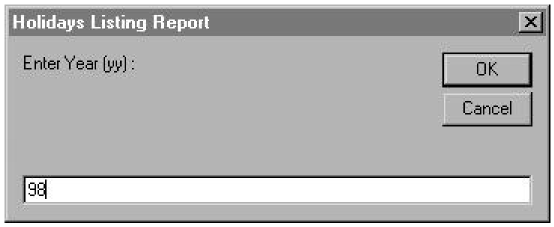
Click on the view button , to select the employees you wish to view.

Click on the print button , to send the report to the printer without viewing it.

Click on the close button , when you finish printing the reports.

Holidays Listing

The Holidays Listing report is a listing of the company holidays. To access the Holiday Listing report, select Holidays Listing from the Reports main menu.

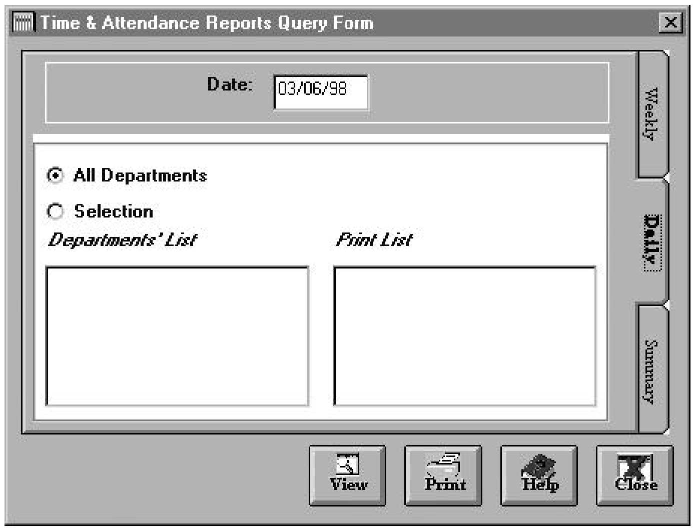


To print, enter the year (yy) for the report, and click on the OK button.

Daily Report

The Daily Report is a listing of the employees' daily clock in/out times, absences, and holiday data. You can print a Daily Report of all the departments or select the department(s) from the list.

To print a daily report, open the Time and Attendance Reports Query form by selecting Daily Report from the Reports main menu.



Selection

Before you print the report, enter the date (mm/dd/yy) to print on the report. Then select one of the following two options:

All Departments - Prints a daily report for all departments.

Selection - Prints a daily report for all the departments on the print list. To select a department, double-click on it in the department's list. To deselect a department, double-click on it in the print list.

Daily Report Utilities

The view button  opens the Daily Report Print view window.

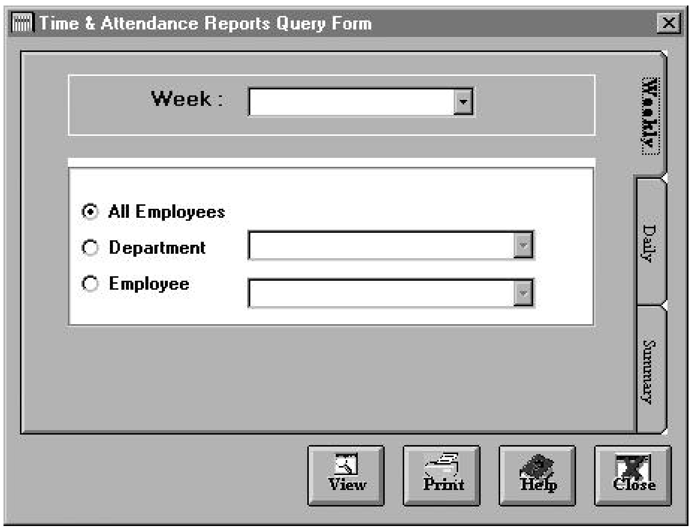
After you select the printer, the print button  sends the report to the printer.

The close button  closes the Time & Attendance Reports Print form.

Weekly Report

The Weekly Report is the most detailed report. It contains daily activities and totals for regular time, overtime, absence hours, holidays, and employee wages. It also includes employees' total earnings.

To open the Time and Attendance Reports Query form, as seen in the figure below, click on the Weekly Report button in the main toolbar or select Reports, Weekly Report from the main menu.



Before you print the report, select the week from the list provided. Then select to print a report on a single employee, all employees, employees that work in a particular department, or employees that belong to a particular program.

Weekly Report Utilities

To view the report(s), click on the view button .

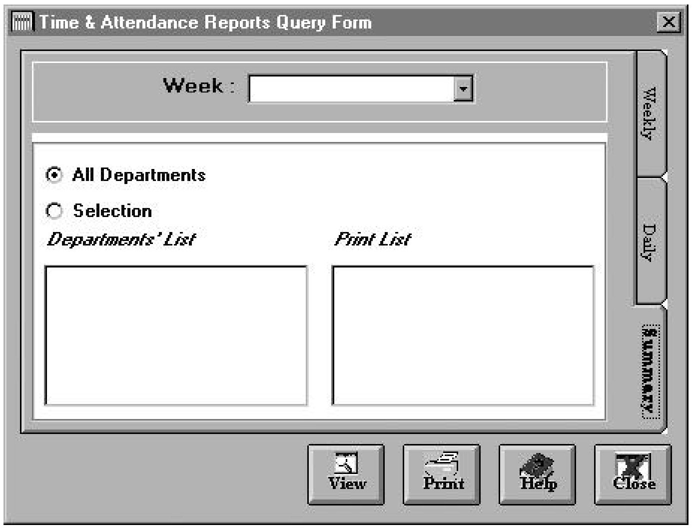
To print report(s), click on the print button .

Click on the close button  when you finish.

Summary Report

The Summary Report is a listing of all the weekly totals. Use this form to query, and print the summary report.

To open the Time and Attendance Reports Query Form, (as seen in the figure below) select Reports, then Summary Report.



Before you print the report, select the week to print a Summary Report on.

Select to print a report for all the departments. Or select the department from the list.

Summary Report Utilities

Click on the view button , to view the report(s).

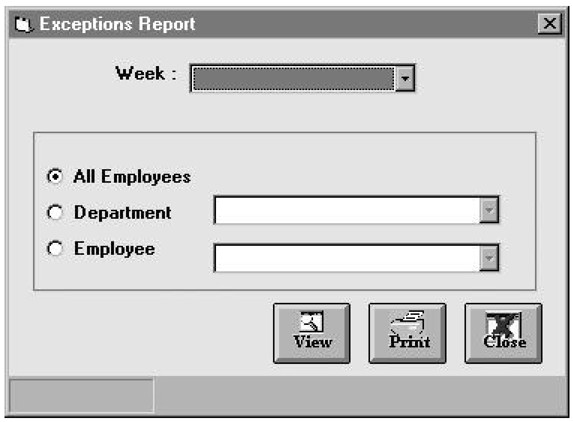
Click on the print button , to print the report(s).

Click on the close button , to close the report(s).

Exceptions Report

The Exceptions Report is a report for all the incomplete, incorrect, and missed clock in/out entries. It is recommended to run this report before editing the time and attendance records and before printing any time and attendance reports.

To access the Exceptions Report Query form (see figure below), select the Exceptions Report from the Reports main menu.



From the options above, print exceptions' report on all the employees, on employees that work in a particular department, or on a single employee.

The following is a listing of the kind of exceptions that you may see in the report:

Employee clocked in, but did not clock out.

Employee clocked in or out during hours in which he or she is not scheduled to work.

The clock in data is after the clock out data.

The difference between the date in and date out is more than one day.

Exceptions Report Utilities

Click on the view button  to view and print the Exceptions report.

Click on the print button  to print the Exceptions report.

Click on the close button  to close the Exceptions Report form.

Parts Listing

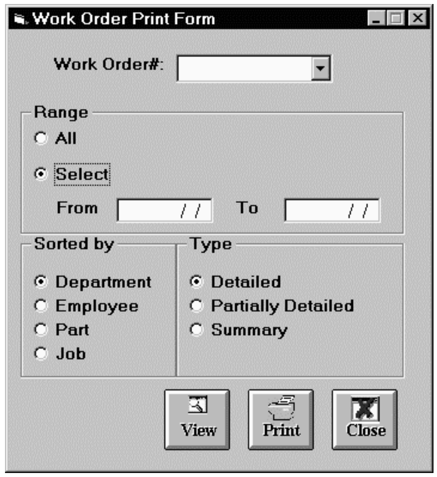
The Parts Listing report is a listing of all the exiting parts in the database. It shows all the data entered on every part in the Parts Setup form including the sub parts data.

To view this report, select Parts Listing Report from the Reports main menu.

This report is useful when no Part# drop-down box is provided in a form.

Labor Tracking Report

The Labor Tracking Print form allows you to select the type of labor tracking report you want to print. Access this form by selecting Labor Tracking Report from the Reports main menu.



Before printing the report, you should select the Work Order#. Then select the type of report to view/print.

Report Types

By Department: Labor Tracking data is sorted by Department#.

By Employee: Labor Tracking data is sorted by Employee ID#.

By Part: Labor Tracking data is sorted by Part#.

By Job: Labor Tracking data is sorted by Job#.

Labor Tracking Report Utilities

Click on the view button  to view the report.

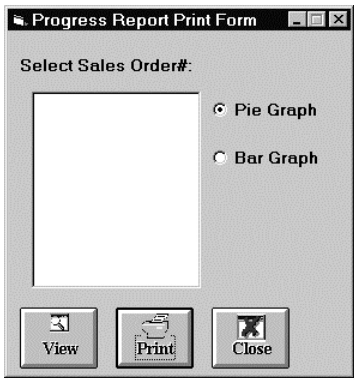
After you select the printer, click on the print button  to print the report.

Click on the close button  to close this form.

Progress Report

Like the Labor Tracking Report, the Progress Report is a report for the work completed on each part in a work order. However, this report tparts the progress on every Job based on the data entered in the Work Order Setup form and on the labor tracking data collected.

From the Reports main menu, select the Progress Report submenu. The form below will appear.



The process for printing a report is simple. Select a work order#, and then click on the view/print buttons.

Progress Report Utilities

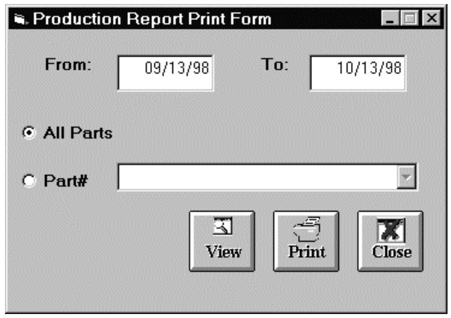
This  button opens the report view window.

The print button  opens the printer select form. Select the printer and click on the print button in the Select Printer form.

The close button  closes the form.

Production Report

When you select Prod<u>u</u>ction from the <u>R</u>eports main menu, the form below will appear.



The production report is a listing of the parts produced per day.

Before you print this report, enter the start and end dates you want to include on the report. Then select whether, to view the production of all the parts or only a particular part.

Production Report Utilities

The view button  opens the report view window for you to view/print the report.

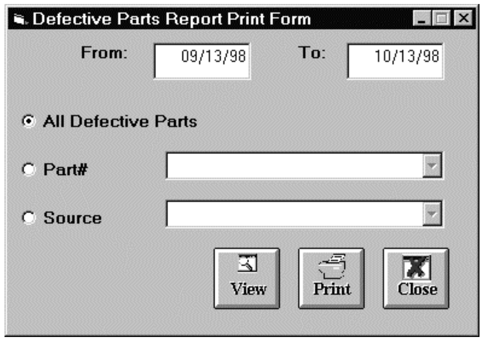
The print button  prints the report.

The close button  closes this form.

Defective Parts Report

Use the Defective Parts Report Print form to print a listing of the defective parts.

To access this form, select Defective Parts Report from the Reports main menu.



Before printing the report, specify the range of dates for the report you want to view. Enter valid dates in the From and To boxes, as seen in the figure above. Then select whether you want the report to include all the defective parts, only defects for a particular part, or defects related to a particular source.

Defects Report Utilities

The view button  opens the report view window.

The print button  sends the report to the selected printer.

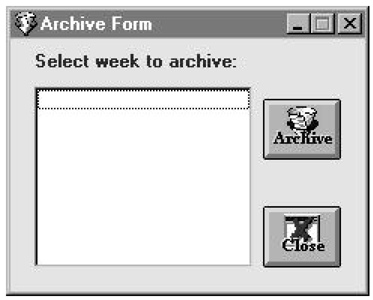
The close button  closes the form.

Chapter 6 - Utilities

Archive Time & Attendance

This utility extracts the weekly time and attendance data from the 'Labortrk.mdb' database into the 'Archive' sub directory. The extracted data is saved in a file called "TAmmddyyyy.mdb", Where 'mmddyyyy' is the starting date of the first day of the archived week.

Select Utilities, Archive then select Time & Attendance.



If you have any employee attendance records, the starting and ending date for each week will appear in the weeks list.

The archived files will remain under the 'Archive' sub directory until you remove them manually. To retrieve disk space, backup the files and then delete them. To unarchive the files, copy them back into the 'Archive' sub directory.

Archive Utilities

To select the week to archive, click on the archive button .

When you finish, click on the close button .

 *Run this utility regularly. When the data is archived it is removed from the database making it smaller in size. This will allow the system to run faster and will give you the option to back up individual files from the archive directory instead of backing up the whole database.*

UnArchive Time & Attendance

The unarchive utility restores the data archived using the archive utility. This utility looks for files under the 'Archive' sub directory and displays them by date in the unarchive week list.

Choose Utilities, UnArchive, then choose Time & Attendance.

Unarchive Utilities

Select the file to unarchive and click on the undo button .

When you are done, click on the close button .

 *LATS assumes that you have made changes to the time and attendance records that would affect the totals in the archived week. Therefore, it recalculates all the totals for regular, overtime, etc... You will notice that some operations (e.g. printing time and attendance reports) will run slower than usual after you unarchive a week.*

Archive Work Order.

The Archive Work Order utility extracts all the work order data (including the labor tracking data) of a particular work order from the LATS database into a separate file. This file will be called "LTwwwwww.mdb", where "wwwwww" is the work order# and will be stored under the 'Archive' sub directory.

To archive a work order, select Archive and then select Work Order from the Utilities main menu. Highlight the work order you want to arhive and click on the archive button.

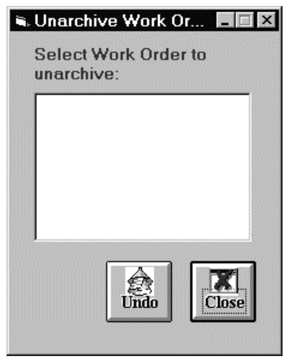
You may want to archive the work order data when it is no longer required for editing or viewing. Keep in mind that when you archive this data it will no longer exist in your database so LATS cannot check if the new work order# you use the next time you setup a work order belongs to an archived work order. You need to use new work order# unless you do not want to unarchive the work order again.

IMPORTANT: After running this operation, all previous references of the work order will be removed and only the last reference will be archived.

Unarchive Work Order.

Contrary to the Archive utility, the Unarchive utility will bring the work order data back into the database. This utility searches the 'Archive' sub directory for file names "LTwwwwwww.mdb" and will display the work order numbers in the list.

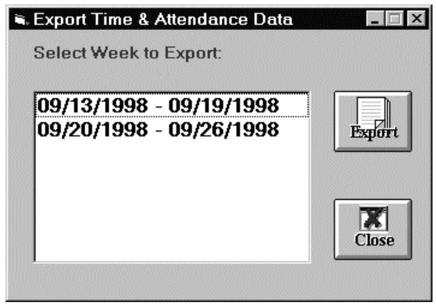
You access the Unarchive utility by selecting Unarchive and then Work Order from the Utilities main menu.



To unarchive a work order, simply highlight it and click on the undo button.

Export Time & Attendance Data

Use the Export Time & Attendance Data utility if you need to export the time and attendance weekly data into an ASCII file. This utility can be accessed by selecting Export and then Time & Attendance from the Utilities main menu.



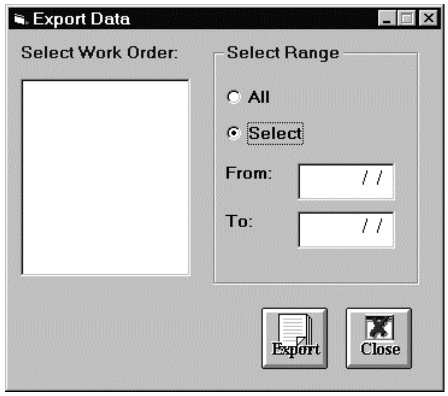
To export a week, highlight it and click on the export button.

LATS will export the week into the path you specified in the company setup form and will name the file "TAmmddyy.Dat", where 'mmddyy' is the starting date of the week.

The exported file will contain the following data: Department#, Employee ID#, Week, Regular Hours, Overtime Hours, Absence Hours, Holiday Hours, and Total Hours.

Export Work Order.

This export utility exports the work order data into an ASCII file. To access it select Utilities, Export and then select Work Order.



The data is exported into a file called "LTwwwwww.Dat", where 'wwwwww' is the work order#, under the export path defined in the company setup form.

This file will contain the following data: Work Order#, Employee ID#, Total Time (Total hours the employee worked on work order),

If you select the All option, then all the records related to the work order will be exported. If you select the Date option, then all the records related to the work order between the dates entered will be exported. For example, if the selected dates range is 09/10/98 to 09/13/98 and the day start time is 03:00 AM, then the exported data will include records that have a start date and time between 09/10/98 03:00 AM to 09/14/98 02:59 AM.

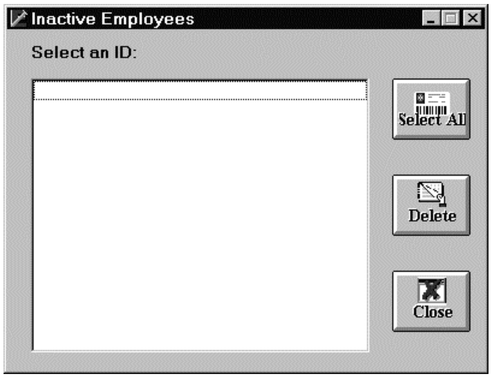
Export Employee ID

You may find it convient to take the data set up on the employees using LATS to a different program. This export utility exports the employee IDs into a text file. You can take this file into your existing labeling software to create Employee ID cards.

LATS will include the following fields in the exported file: Employee ID, First Name, Last Name, and Department#.

Remove Inactive ID

This utility allows you to remove the inactive employees IDs from the LATS database. In the employee setup form you can make an employee inactive by unchecking the 'Active' status option. The inactive IDs remain in the database until you remove them manually.



You access the above form from the Remove Inactive Emplyee ID sub menu under the Utilities main menu.

Using this form, you can delete all the inactive employees at once by clicking on the Select All button, and clicking on the Delete button.

You can also select the IDs you want to delete. You click on an ID in the list to select it. To select more than one ID, hold down the CTRL Key on your keyboard and then click on the ID you want. You can extend your selection by using the following keys: Page Up, Page Down, Home, End, Shift, Up arrow and Down arrow.

Maintaining LATS Database

All of your LATS data is stored in the database called 'Labortrk.mdb'. This file resides under your installation directory or the directory you specify in the Company Setup form. It is very important to maintain it and make backup copies.

LATS provides you with three utilities for maintaining your database.

Compacting the Database

Depending on the amount of information you add or delete the database may grow substantially over time. The compact Database utility will compact your database and make it more manageable. Run this utility before you make copies of it. The compact utility is accessed by selecting Utilities from the main menu, selecting Database, and finally selecting Compact. For this operation to run successfully all forms must be closed and no other user should be running LATS.

Repair the Database

The repair database method repairs the database after it is corrupted (i.e., due to abnormal shutdown). This utility is found in Utilities, Database, and Repair. Like the Compact operation, the Repair operation requires all the forms to be closed and that no other user is accessing LATS.

This method cannot fix all the possible forms of database corruption. Remember to ALWAYS back-up your database files to avoid unrecoverable data loss.

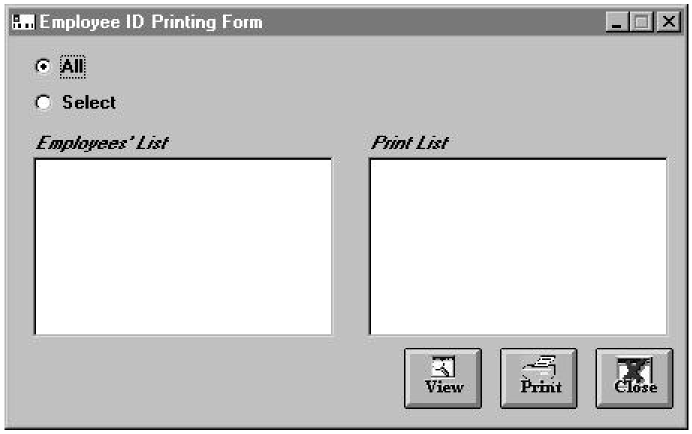
Archiving Data

As an alternative to backing up your whole database, run the archive utilities to archive some or all of the time and attendance data and work order data and then backup each week or work order individually.

The archived files contain only time and attendance data for a single week or data on a particular work order. The rest of your data like departments, employee, parts etc. are in 'LaborTrk.mdb'. Make sure you have the most recent back up of this file.

Printing Employee ID

LATS provides you with a utility to print barcoded ID cards for your employees. To access this utility, from the Utilities main menu, select Print ID.



As you see in the figure above, you can print all the employee ID's at once or you may select a few from the employee list.

Selecting/Deselecting an ID

Double click on an employee ID in the *Employees' List* to select it.

Double click on an employee ID in the *Print List* to deselect it.

The ID should be printed on a Badge Laser Sheet or Letter Size page (81/2"X11"). Every page contains up to 3 rows of ID. Each row contains 2 ID's for the same employee.

Print ID Utilities

Once you make your selection, click on the view button  to view the ID.

To print the Employee ID, click on the print button .

Then click on the close button  to close the ID printing form.

APPENDIX A - ERROR MESSAGES

Import Error Messages

Message	Description
Data file was not imported successfully.	The file you are trying to import is opened exclusively by another user. Try to import when no other user is accessing the file. Or the file contains invalid data. Please refer to the Import Data File section. Or the configuration file 'schema.ini' is missing or is modified. Copy 'schema.ini' from your installation disks into the LATS application directory.
File does not exist.	The import utility searched for the data file under the path but could not find it. Make sure the data file exists.

Setup Error Messages

Message	Description
Could not perform operation. The data you entered is too long for the field.	This message will appear when you enter more characters for a field than what is allowed. Look in the setup help topics for the maximum size of each field.
Data type conversion error. The data you entered does not match the type for one or more fields.	Every field in the database tables has a predefined type. Fields of character type can have any combination of characters and digits; those of digit type can have only digits. Date and time fields can have any valid date and time data.
Could not add or change record. The 'field' column cannot be left blank.	Some fields do not have default values and cannot be left blank. When you receive this message, enter data for the field identified in the message.
Cannot add or change record. An existing record has the same 'field value'.	An existing record has the same information as the record that you are currently trying to add or modify. Use the refresh icon to see the changes made by other users who are accessing the database concurrently.
Employee record was not deleted successfully.	This error could be caused if the employee record you are trying to delete is being accessed by another user or no longer exists. Close and then reopen the employee setup form to view the most current information on the employees.
Employee record was not added/deleted successfully.	The data entered for any of the fields does not match its type or is too long for the field. This error can also be caused if the department/shift you assigned to the employee no longer exists. Click on the refresh button to refresh the department/shift list box.

Security Error Messages

Message	Description
Record cannot be read. No read permission on 'Table'	The group the user belongs to does not have read rights on the table. The user has to log on using a different account data.
Not a valid account name or password.	The user name or password entered is not correct. This data is case sensitive. For example, a user named 'LATS' is not the same as a user named 'lats'.
No permission for 'User'.	You will receive this message when you enter an incorrect password in the Old Password text box in the Password Setup form.
Account name already exists.	You will receive this message when you try to add a user with the same name as that of an existing user.

Reports Error Messages

The following is obtained from Crystal Reports Error Messages documentation.

Message	Description
Not enough system resources/ Insufficient memory available.	There are not enough system resources available. Free up resources and try again.
Not enough memory/ The summary field could not be created/Cannot reallocate memory.	These messages typically indicate that there is not enough memory available to process the command. Close any reports that are not needed, and exit any programs that are not essential. Then try again.
Too many open files.	You have too many open files given the number of files you specified in the CONFIG.SYS FILES = statement. To prevent this error from recurring, either use fewer files or increase the number of files specified in the FILES = statement.
Report not found/ File not found.	The report cannot be found under the application's 'reports' subdirectory. Restore the report from the installation diskettes.
Unable to load report.	The report is found, but it cannot be loaded. Check to see if it is currently in use, and try when the file can be loaded.
Physical database not found.	The program is unable to locate either a DLL or the database.
Printer not available.	Crystal Reports is having difficulty connecting with the selected printer. Reselect the printer and try again.
Internal Error: PrintDlg fail: 4100	There is no printer driver installed in the Windows Control Panel. When Crystal Report opens a report, it looks for the default printer. If there is no default printer set, the error message results.
No default printer selected. Use the Control Panel to select a default printer.	You Cannot begin using Crystal Reports unless you have a default printer selected. Trying to print a report without a default printer results in this error message.

Utilities Error Messages

Message	Description
Cannot start LATS. The database 'LaborTrk.mdb' is missing or opened exclusively by another user.	LATS cannot start if the database file 'LaborTrk.mdb' does not exist under the application directory.
The database 'LaborTrk.mdb' is corrupt. You should attempt to repair it.	The database is corrupted. When you start LATS you will only have access to the database utilities. Run the repair utility to repair it. If the operation fails, restore the database from a backup copy.
Database was not repaired or compacted successfully.	Before you run the compact/repair utilities make sure the database exists and no one is accessing it.
Records were not archived or unarchived successfully.	You will receive this message if another user is trying to perform the same operation concurrently.
Unable to create archive file.	The file to which the time and attendance records or work order records will be archived to is opened or is being used by another user.

APPENDIX B - LDT APPLICATION LATSLDT

Introduction

The LDT application "LATSLDT" is designed to work on the Symbol Laser Data Terminal (LDT) and is used to collect data for Time & Attendance, Labor Tracking, Parts Produced, and Defective Parts.

Getting Started

If the application is not already installed, use the LATS Download Program utility to download it to the LDT.

To start the program, at the D prompt type <LATSLDT> and hit <ENTER>.

Main Menu
1. Time & Attendance Menu.
2. Labor Tracking Menu.
3. Production Menu.
4. Defects Menu.
5. Supervisor's Menu.

IMPORTANT: Before you collect any data make sure the LDT's date and time are correct. To change the date:

1. At the D prompt type <DATE> and hit <ENTER>.
2. Hit <ENTER> again to accept the current LDT date or
3. Enter the new date in the following format: mm:dd:yy

To change the time:
1. At the D prompt type <TIME> and hit <ENTER>.
2. Hit <ENTER> again to accept the current LDT time or
3. Enter the new time in the following format: hh:mm:ss

Attendance Menu

Use the Attendance Menu to collect time and attendance data. You cannot access this menu until you download the data files (i.e., employee, and shifts) to the LDT.

Attendance Menu
1. Clock in/out
2. Edit clock in/out
3. Main menu

Option 1. Select 1 from the above menu when you need to clock the employees in

or out. Then enter/scan the employee ID# (up to 12 digits).

The ID# is checked against the employee file. If the ID# is not found, the message "INVALID ID" will appear and the employee will not be allowed to clock in or out.

When you select this option, the employee will be clocked in/out using the LDT's current date and time. The time is checked against the employee schedule (including the grace period). If the employee is not scheduled the message "NOT SCHEDULED! CLOCK IN/OUT?" will appear. The user can enter "Y" or "N" to allow or prevent an employee from clocking in/out, respectively.

If the employee is allowed to clock in/out the message, "THANK YOU. YOU HAVE BEEN CLOCKED" will appear.

Option 2. Works in the same way as Option 1, above. Except, that you can manually enter the date/time the employee needs to be clocked in/out.

Once you enter/scan the employee ID, the Date screen will appear. Press <ENTER> to accept the displayed date or press <CLR> and enter a new date. If you press <CLR> twice, you will be able to exit without saving any attendance data.

Once you enter the date, the Time Edit screen will appear. Enter a valid time (01-24 for hours, 00-59 for minutes) or press <CLR> to exit without saving.

Option 3. If you need to go back to the main menu, press <3> or <CLR>.

Labor Track Menu

Selecting Option 2 from the LATSLDT application main menu accesses the Labor Track Menu.

Labor Track Menu
1. Clock in
2. Clock out
3. Edit clock in
4. Edit clock out
5. View/delete data
6. Exit to main menu

Option 1. Select Option 1 from the menu above when you want to start working on a new job. Then enter/scan the following data:

ID#: The employee ID# of the employee. Enter a maximum of 12 characters. The ID# is not validated.

Work Order#*:* Enter/scan up to 6 characters for this field.

Part#: Enter/scan up to 8 characters for this field.

Job#: This will be the job code. Enter/scan up to 6 characters.

Before an employee clocks in, he or she needs to clock out for any job previously started.

Option 2. Once you are done with a job, select Option 2 to clock out. Then enter/scan the same information entered for clocking in.

You are not allowed to clock out for a job unless you have previously clocked in. If you have forgotten to clock in, use Option 4, below, to clock in first and then use Option 2 to clock out.

Option 3. Select 3 from the Labor Track menu to manually enter the date and time for clock in. Enter the clock in information and then enter a new date or press <ENTER> to accept the displayed date. Enter the time and press Enter.

Option 4. This option works in the same way as Option 3 above. Use it to clock out for a particular job by entering the desired time and date.

Press <CLR> anytime during data entry to cancel and restart.

Option 5. Option 5 allows you to view and delete all previous jobs. Once you enter the employee ID, all the jobs saved under his or her name will be sequentially displayed, one job at a time. The bottom line of the screen will display the available options:

N - press <N> to view the next job.
D - press <D> to delete the currently displayed job.
CLR - press <CLR> to exit

When you do not see the N option, it means that there are no more jobs to be listed.

Option 6. Select Option 6 or press the CLR key to take you back to the main menu.

Production Menu

Use the Production Menu to collect data on parts produced. Access this menu by selecting Option 3 from the LATSLDT application main menu.

Production Menu
1. Enter part # only
2. Enter part # /date
3. Exit to main menu

Option 1. For parts produced during the same day, select Option 1 from the menu above. Then enter/scan the part# for the part produced and enter the quantity

produced.

If different quantities of the same part are entered during the same day, the "QUANTITY UPDATE MENU" below will appear.

QUANTITY UPDATE MENU
1. Add quantity to total.
2. Update to new quantity.
3. Cancel new quantity.

If you want the new quantity to be added to the total quantity produced per day, select Option 1. If the new quantity entered is the only total you want to keep, select **Option 2.** In this case, the new quantity will replace the old quantity.

Selecting Option 3 will not make any changes to the previously entered quantity.

Option 2. When you select Option 2 from the Parts Produced menu, you will be able to manually enter the date of production.

Option 3. Once you are done, select Option 3 or press <ENTER> to return to the main menu.

Defects Menu

To access the Defects Menu, select Option 4 from the LATSLDT application main menu.

Defects Menu
1. Enter defect
2. Enter defect /date
3. Exit to main part

Use this menu to enter the information for the defective parts produced.

Option 1. Enter the defects data using the LDT's date. Enter/ scan the following:

Defect#: The defect code (maximum of 6 characters).

Part #: The part number for the defective part (maximum of 8 characters).

Source: The source of defect. Enter up to 50 characters.

Quantity: The number of defective parts (maximum of 3 digits)

Do not leave any of the above fields blank.

Option 2. If you forgot to enter the defect information during the same day, you can

use Option 2 to manually enter the defect date. Enter the same information as described above and then enter the defect date.

Option 3. Select 3 or press <CLR> to exit to the main menu.

Supervisor's Menu

The Labor Track, Time Attendance, Production, and Defects applications store data in four different data files. These files remain in the LDT until the user erases them. To erase these files, select Option 5 from the main menu.

To access the Supervisor's Menu, the user needs to know the password. The password is stored in a file called passwd.dat under the ‘D’ drive. If this file is not found, the password will default to 'LATS'.

If the user forgets the password, they can:

1. At the D prompt type <TYPE PASSWD.DAT> to view the password or
2. At the D prompt type <DEL PASSWD.DAT> to delete the existing password file and use the default password "LATS".

Erase data files:
1. Time attendance.
2. Labor Tracking.
3. Production.
4. Defective Parts.
5. Change password.

Option 1. Erases the time and attendance data file 'Clock.dat'.

Option 2. Erases the labor tracking data file 'Labor.dat'

Option 3. Erases the production data file 'Product.dat'

Option 4. Erases the defects data file 'Defect.dat'

Option 5. If you decide to change the password, choose Option 5 and enter the new password. If you press the CLR key, the password will not be changed.

Regularly erase the data files to restore disk space and speed the program. However, do not erase these files until you import them successfully and you backup the database 'LaborTrk.mdb'.

LDT Boot-Up

The LATSLDT and the STEP program may be accidentally deleted from the LDT. You need to be aware of the special boot up key sequence to redownload them.

The STEP program resides in the Non Volatile Memory (NVM). Note: It is erased only when you bootup using the Command Mode Start key sequence. The LATSLDT program and the data files reside in the RAM memory. They are erased when you boot up using the Cold Boot and Command Mode Start key sequences.

Boot Type: Power On

Key Sequence: PWR or Laser Trigger or remove terminal from cradle. (Both 35 and 46 keys)

Used For: Normal Power on.

Results: Returns terminal to where it was when it was turned off. No programs will be deleted.

Boot Type: Warm Boot

Key Sequence: For 35 -key, hold down the + key and the / key and then turn the PWR key off and on. For 46-key, hold down the 4 and the 5 keys and then turn the PWR key off and on.

Used For: Lets you choose a program that resides in non-volatile memory (STEP program).

Results: Puts terminal in the STEP menu. LATSLDT program and the data files will not be erased.

Boot Type: Cold Boot

Key Sequence: For 35-key, hold down the Up arrow Key, the Space key and the Func key. Then turn the PWR off and on. For 46-key, hold down the A key, the B key and the D key. Then turn the PWR off and on.

Used For: Resetting BIOS and the operating system.

Results: Erases and recreates RAM Disk. The STEP program will remain but LATSLDT program and the data files will be erased.

Boot Type: Command Mode Start

Key Sequence: For 35-key, hold down the BKSP key, the Shift key and turn the PWR off and on. For 46-key, hold down the F key and the I key. Then turn the PWR off and on.

Used For: Entering command mode.

Results: LATSLDT program and data files will be erased. The STEP program might get erased.

IMPORTANT: Use the Command Mode Start to boot your LDT only when you loose the STEP program.

If the LDT locks up and you cannot power it off, take out your battery and then place it back in. Then power up using the warm boot type sequence. Exit the STEP program and type LATSLDT at the D prompt.

If you loose the LATSLDT program, use the STEP program and LATS Download Program utility to download it.

Communicating with the LDT

The STEP program on the LDT will be used to communicate with the PC.

To upload and download data files, follow these steps:

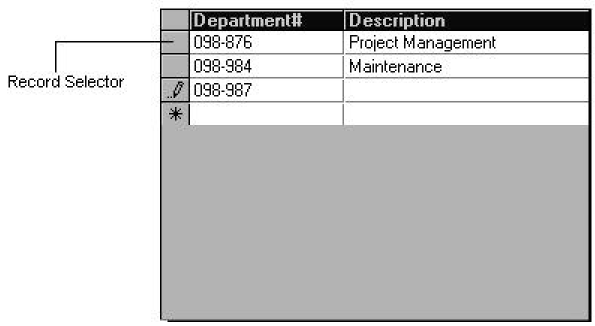
- Connect the LDT to the PC and plug in the power supply.
- At the D prompt type <SYMBTEP> to access the STEP program on the LDT.
- Select Option 3 from the STEP main menu for downloading/uploading files.
- Access the LDT upload/download utilities.
- Make sure both the green and red lights on the LDT are flashing.
- To exit the STEP menu, press CTRL + CLR, then press CLR
- To return back to LATSLDT, type LATSLDT at the D prompt.

APPENDIX C - MISCELLANEOUS

Interaction with True DBGrid

On most of the LATS forms you are required to enter data using the True DBGrid control. The True DBGrid control allows you to browse, edit, add, and delete data in a tabular format. If you have not worked with the grid control before, read this section carefully.

The information in the following paragraphs is obtained from the True DBGrid user's manual.



Navigating…

Using the mouse

To make a cell the current one in the grid, simply click on it. The vertical scroll bars cause the grid to display different rows. The horizontal scroll bars cause the grid to display different columns.

Using the Keyboard

Navigation can be done by using the arrow keys, the TAB key, the PGUP and PGDN keys, and the HOME and END keys.

Selecting Rows…

Select a row by clicking on the record selector for the desired row. Select multiple rows by clicking on the record selector for each row you wish to select while holding down the CTRL key. Note that selected rows do not have to be contiguous.

Editing Data…

To put the grid in edit mode, click anywhere within a cell. Once in edit mode, start typing. The cell's data will be replaced by what is typed. End the editing by moving to another row or by pressing enter. To restore a cell to its original value press Esc key. Note that the pencil button appears in the record selector column when the data in the row changes.

Adding a new record…

You can only add a new row after the last record. The new row is marked by an asterisk in the record selector column. Simply move to that row and start entering data.

Deleting a record…

To delete a record, simply select the row to be deleted by clicking on its record selector and press the DEL key. Only one record can be deleted at a time using the delete key. However, on some forms you can delete multiple rows using the delete button provided on that form.

Sorting…

When you open any form that contains a grid, the data will appear sorted in a predefined order. If you want to change the sort order, just click on the column header of the column you want to sort by.

Computation of Hours Worked

The Time & Attendance Edit by ID form shows the actual hours worked by an employee. The total hours will be used in the computation of regular and overtime hours.

The total time is computed using the Clock-In and Out data. This total time is rounded according to the rounding value defined in the Company Setup form.

Computing Regular Hours

The regular hours are any hours worked below 40 hours per week.

Computing Overtime Hours

All the hours worked beyond 40 regular hours will be considered overtime.

Computing Absence and Holiday Hours

Absence and holiday hours are considered non-working hours. These hours are added to the total absence and holiday hours per week. Only the actual hours-worked are used in the computation of regular time, and overtime time.

Computing Wages

The wages are computed as follows:

- An employee is paid the regular pay rate for every regular, absence, and holiday hour.
- An employee is paid time and a half for every overtime hour.